STATE OF CALIFORNIA

RECORDS TRANSFER LIST

*Transfer lists must reflect the Records Retention Schedule. To avoid delay in acceptance by the Records Center, follow instructions on the reverse

| STD. 71 (REV. 3-96) | | er, follow instructions on t | ne reverse. | | |
|---|---|---|-------------------------------------|--|------------------------|
| *FOLLOW | DEPARTMENT | | BILLING CODE (1) | PAGE OF | PAGES |
| INSTRUCTIONS ON THE REVERSE | ORGANIZATIONAL UNIT | ORGANIZATIONAL UNIT ADDRESS (Number and Street) City and ZIP Code | | TRANSFER LIST NO. (3) VOLUME TRANSFERRED (6) CU. FT APPROVAL NUMBER (9) | |
| STORAGE LOCATION (4) RECORDS CENTER SRC VAULT | ADDRESS (Number and Street) | | | | |
| STORAGE TYPE (7) | City and ZIP Code | | | | |
| BOX MUST BE THE SAME AS | ON OF RECORDS S DESCRIPTION ON SCHEDULE ACE BETWEEN ENTRIES) (11) | SRC STORAGE NO. (FOR RECORDS CENTER USE ONLY) (12) | YEARS COVERED BY RECORDS (13) | ARCHIVES FLAG (14) | ITEM NUMBER (15) |
| | | | | | |
| | | | | | |
| RECORDS FORWARDED BY (Signature) | (Typed or Printed Name) | | TELEPHONE NUMBER | DATE FORWARD | ED |
| APPROVED BY DEPARTMENTAL RECORDS MANAGEMENT COORDINATOR (Signature) TELEPHONE NUMBER | | | TELEPHONE NUMBER | DATE APPROVED | |
| RECORDS RECEIVED BY (Signature) | | (Title) | | DATE RECEIVED | |